



# **Kentucky Emergency Management Planning Guide 5 2015**



## **The Emergency Resource List**

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### Introduction

This guide is part 5 of a 5 part series of Planning Guides developed by KYEM to assist planners across the Commonwealth with their emergency planning needs. This Planning Guide provides a recommended format and content for the Emergency Resource List for the County Emergency Operations Plan. This is a recommendation only, and Counties may develop their own version of a Resource List.

The other Guides in this series are:

- Kentucky Emergency Management Planning Guide 1 (2015) *The Basic Guide to Developing Emergency Operations Plans*
- Kentucky Emergency Management Planning Guide 2 (2015) *How to the Basic Plan*
- Kentucky Emergency Management Planning Guide 3 (2015) *How to Emergency Support Functions*
- Kentucky Emergency Management Planning Guide 4 (2015) *How to Write Incident Specific and Support Plans using the Active Planning Process*

### Emergency Resource List (ERL)

#### Introduction

An Emergency Resource List (ERL) is a county Emergency Manager's list of resources available for use in an emergency. Training on the classification, NIMS Typing, and use of emergency resources is critical to allow for interoperability between inter-county agencies, counties, state, and federal responders. Under the ESF format, resources are categorized primarily by capability and not by ownership.

Listing of a resource under an ESF does not infer that whoever is managing that ESF category owns, controls, or can commandeer that resource, but only that the resource may be available for use in an emergency as described by that ESF.

The resources are broken down and categorized by four areas: capability, function, kind of resource, and detailed description. Best fit NIMS Typing is encouraged for use in the detailed descriptions and exceptions can be noted if necessary. Resource may be listed multiple times if they are dual use or their nature of operations primarily lends them to multiple ESFs.

County ERLs are authorized pursuant to KRS 39B.030 (3) and are administered by KYEM under 106 KAR 1:200. Section 2 (1) (c), (d).

#### Training for Resource Managers

##### Recommended Training

For those involved in emergency management, the following FEMA IS classes and advanced classroom training are recommended to give each participant a common reference point for developing an ERL for county planning efforts. These classes are a recommendation only and may be expanded or reduced by Local/County Emergency Managers and Planners in order to better fit time and training requirements. Recommended minimum training includes:

National Incident Management System/Incident Command System (NIMS/ICS):

- IS-701 Multi Agency Coordination Systems
- IS-703 NIMS Resource Management
- IS-800.B National Response Plan/Framework (Introduction)

Advanced Classroom Training

- ICS-300 Intermediate Incident Command System

### Developing County Emergency Resource List

#### *What is a County Emergency Resource List?*

A County ERL is a catalog of resources immediately/nearly immediately available to a local government for use in an emergency. The ERL should be comprehensive; identifying and cataloging structures, vehicles, equipment, and personnel, teams, and/or task forces that can be deployed or used by the county to assist during an emergency.

#### *What is a County Emergency Resource?*

An emergency resource is any resource that is controlled by a local government, is regularly contracted by a local government, or of which a Memorandum of Understanding exists between the resource and local government for use in an emergency.

#### *Are you cannibalizing your resource?*

Resources generally come in as a joint combination of equipment, vehicle, and personnel. Separating out key components of a resource such as radios in police cars or the amount of large diameter hose on a fire truck as separate resources may degrade the capability of this piece of equipment in other portions of the ERL.

*(Example: Ranger Fire Department has 16 VHF handheld radios. Ranger Fire Department has 14 firefighters to whom a radio is assigned. In this case 14 of 16 radios are assigned to a unit (firefighter) who without that piece of equipment may cease to effectively function.)*

#### *Capability vs. Ownership*

During an emergency, ownership is less important than the capability of a resource. The ESF structure is based on this premise. It does not mean that any particular ESF can take control, commandeer, or command a resource owned by any agency or group, but only that a listed resource is possibly available to an ESF Coordinator for tasking during an emergency.

*(Example: Ranger County Road Department owns a 15-passenger van normally used to transport workers from worksite to worksite. In this case, the Road Department (ESF 3) holds a capability that is an ESF 1 - Transportation resource.)*

#### *Emergency Vehicles*

An emergency vehicle is any vehicle that is equipped with equipment (sirens & warning lights) that would allow it to respond in an emergency mode. Some emergency vehicles may be found to have properties that could place them into rolls of capabilities outside of normal operations for an emergency vehicle. As such, emergency vehicles should always remain in an ESF resource list associated with emergency services.

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### *Out of County Resources*

Some of the primary resources for your county may exist outside of your county. These resources should be listed as your county's resource if it meets the criteria defined as a County Emergency Resource (see above).

*(Example: Ranger County's primary hospital facility is located in adjoining French Co. and Ranger Co. has a MOU with them.)*

### **ESF ERL Format**

There is no specific formatting for the ERL. However, the following guidance must be followed in the organization of the ERL:

- 1) The ERL will list items by the ESF that they serve.
- 2) Items contained within the ERL are listed into one of four categories. These categories are:
  - a) Fixed Facilities – buildings or facilities that can be used as an emergency resource
  - b) Vehicles – units that can move under their own power or can be pulled by a powered unit.
  - c) Equipment – units that provide a capability independent of a fixed facility or vehicle.
  - d) Teams – individual personnel or groups of personnel and equipment organized into teams or taskforces.
- 3) The ERL lists agency that owns the item.
- 4) The ERL lists the following Point Of Contact (POC) information:
  - a) Name of Point of Contact
  - b) 24hr phone number

KYEM has developed an excel ESF ERL template. To access go to <http://KYEM.ky.gov/programs/Pages/CountyEOP.aspx>



### NIMS Resource Typing

In pursuance to Homeland Security Presidential Directive 5-15:

*The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.*

Emergency Managers are encouraged to use the NIMS Typing System where applicable throughout the ERL.

### Describing a Resource

The ERL should describe a resource in four ways:

1. Capability – Specifying the ESF they support.
2. Function – By categorizing a resource as a fixed facility, vehicle, piece of equipment, or teams.
3. Kind of Resource – Common Term used to refer to an item.
4. Specific Description – The description that gives specific critical information about the resource. Critical information generally includes information like size, detailed capability, and/or more detailed descriptors (NIMS Typing).

When possible, use best fit NIMS Typing (i.e. Type I, II, III, IV...) in the description field. If a piece of equipment, vehicle, or team fits a NIMS Typing except for slight variations after the Type description list exceptions.

(Example: Fire Engine Type I - less two-man cab)

### Listing Resource Multiple Times

All resources have a primary capability or capabilities and by their very nature or because they are dual use can be listed in multiple places within the ERL. Resources that have multiple primary capabilities should likely be listed under multiple ESF Capability Groups. However, many resources have secondary uses as well, but secondary uses may reduce the capability of the resource to perform its primary function and likely should not be listed as a resource under a secondary capability.

*(Example: Ranger County Fire Department has a Rescue/Pumper Fire Truck with a 1,000 GPM pump / 500 gal. tank / basic rescue equipment / 3,000 watt truck mounted generator. In this case, the fire truck should likely be listed under ESF-4 (Firefighting) and ESF-9 (Rescue) due to its primary capabilities. However, its secondary use as a power generator could diminish its capacity to perform its primary functions, thereby, making it a poor candidate for listing under ESF-3/12 (Public Works & Energy).)*

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KYEM has developed an ERL NIMS TYPING handbook and an Excel format ERL template. To access go to <http://KYEM.ky.gov/programs/Pages/CountyEOP.aspx>

### Resource Description Recommendations

#### ESF 1

##### *Fixed Facilities*

Airport – number of runways, length of runways, number of terminals, lighting, hours of operations, types of fuel available

Heliport – number of pads, lighting, and fuel availability

Rail Yard – special facilities or capabilities

Bus Terminal – bus capacity, fuel availability, hours of operation

##### *Vehicles*

Bus – passenger capacity

Van – passenger capacity

Wheel Chair Bus/Van – passenger capacity and wheel chair capacity

Taxi – (no specific details required)

#### ESF 2

##### *Fixed Facilities*

911 Communication Centers – number of telephone lines, number of normal on-duty operators, and number of consoles

##### *Equipment*

(Radio Equipment to be listed under this section is equipment set aside for special events and is not assigned or part of normal operations)

Base Stations – frequency range or frequencies assigned, number of channels, transmit power

Handheld Radios -- frequency range or frequencies assigned, number of channels, transmit power

Mobile Radios -- frequency range or frequencies assigned, number of channels, transmit power

Cell Phones – (no specific details required)

##### *Universal Contact List*

The Universal Contact List is to be used for any individual, company, or resource that cannot be placed under a standard ESF heading. An example of this would be county and/or city officials or employees not associated with an ESF that may need to be contact in event of an emergency.

### ESF 3/ ESF-12

#### *Fixed Facilities*

Water Plants – production capacity (per hour, day)

Water Storage – (i.e. water towers) storage capacity

Power Plants – type of fuel(s), power production capacity

Natural Gas Stations – (this includes above ground storage only and also includes natural gas, liquid petroleum, propane, and any other type of “gaseous” fuel of storage capacity of 10,000 gallons or larger) type of fuel, storage capacity

Fuel Storage – (this includes gasoline, diesel, kerosene, and ethanol of a storage capacity of 10,000 gallons or larger) type of fuel, storage capacity

Salt Storage – (bulk storage only) storage capacity

#### *Vehicles*

Light Duty Pick-ups/4X4 Light Duty Pick-ups – (payload weight less than 2100 lbs. (i.e. Ford F150)) (no specific details required)

Heavy Duty Pick-ups/4X4 Heavy - (payload weight greater than 2100 lbs. (i.e. Ford F150)) (no specific details required)

Dump Truck – cubic yard dump capacity

Crane – wheeled or tracked, boom length, lift capacity

### ESF 4

#### *Vehicles*

Pumper – Use best fit NIMS Typing or list pump capacity, water tank capacity, personal capacity, and any special features.

Rescue Pumper – See Pumper details additionally list rescue capability.

Tanker - Use best fit NIMS Typing or list pump capacity, water tank capacity, and any special features.

Ladder - Use best fit NIMS Typing or list pump capacity, water tank capacity, personal capacity, ladder length, and any special features.

Brush/Grass - Use best fit NIMS Typing or list pump capacity, water tank capacity, personal capacity, 4X4 capability, and any special features.

Mobile Air – air capacity and any special features

Utility – any special features

Command – any special features

Transport – passenger capacity and any special features.

### ESF 5

#### *Fixed Facilities*

Emergency Operations Center – communications capabilities (i.e. HAM radio, number of telephone lines, internet capabilities), any special features.

#### *Vehicles*

Mobile Command Center – type (i.e. gooseneck trailer), communications capabilities (i.e. HAM radio, number of telephone lines, internet capabilities), any special features. (This category is for not self-propelled mobile command vehicles)

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Aircraft – type, range, any special features

Mobile Command Vehicles – type (i.e. Suburban), communications capabilities (i.e. HAM radio, number of telephone lines, internet capabilities), any special features. (This category is for self-propelled mobile command vehicles)

### ESF 6

#### *Fix Facilities*

Shelter – duration capability (i.e. overnight, 1 day, 1 week), shelter capacity, feeding capacity, any special features

Feeding Center – seating capacity, meal production capacity, any special features

#### *Vehicles*

Mobile Kitchens – meal production capacity, any special features

Emergency Response Vehicles – general capabilities

Shelter Trailers – number of people that can be served by trailer, any special features

#### *Equipment*

Food Equipment – general description of use or capability

Cot – (no further description needed)

Comfort Kits - (no further description needed)

Blankets - (no further description needed)

Pillows - (no further description needed)

### ESF 7

#### *Fixed Facilities*

Warehouse/Warehouse Refrigerated – square footage of dry storage and or refrigerated storage, climate controlled or not, and loading/unloading capabilities.

Points of Distribution – any special capabilities

#### *Vehicles*

Cargo Van – cargo capacity

Box Truck – cargo capacity

Refrigerated Truck - cargo capacity

Flat Bed Truck - cargo capacity

Dry Freight Trailer - cargo capacity

Refrigerated Trailer - cargo capacity

Road Tractor – (no further description required)

#### *Equipment*

Forklift – lift capacity

Pallet Jack

### ESF 8

#### *Fixed Facilities*

Hospital – number of general population beds, number of ICU beds, number of ER beds, any special capability  
Health Departments – any special capability  
Morgues – capacity  
Temporary Morgues – capability description

#### *Vehicles*

Ambulance – NIMS Type or ALS or BLS, patient capacity, any special capabilities  
Mass Casualty Unit – capabilities description  
Coroner Van – capacity

### ESF 9

#### *Vehicles*

Light Rescue – general capabilities description (light rescue refers to chassis bodies in lengths from 10' to 14')  
Medium Rescue - general capabilities description (medium rescue generally chassis lengths from 14' to 20')  
Heavy Rescue - general capabilities description (heavy rescue generally refers to chassis lengths from 20' to 26')  
Rescue Pumper – (see pumper under ESF 4) additionally list general capabilities of rescue equipment  
ATV – (no further description needed)  
ATV Utility – cargo capacity, any special capabilities  
Boats – type of hull, motor or no motor, passenger capacity, any special capabilities  
Dive Boat - type of hull, passenger capacity, any special capabilities

### ESF 10

#### *Vehicles*

Hazmat Rigs - general capabilities description (hazmat rig is generally a self propelled vehicle dedicated to hazardous materials response)  
Hazmat Trailer - general capabilities description (hazmat trailer is a dedicated to trailer hazardous materials response)

#### *Equipment*

Plug/Patch Kit - general capabilities description  
Absorbent Pad/Booms - general capabilities description  
Portable Weather Station – (no further description required)  
Level A, B, C PPE - (no further description required)  
Field Test Capability - general capabilities description  
Decon Zoomroll/Tent – size, any special capability  
Decon Pool – size  
Responder Shower – capacity

### ESF 11

#### *Fixed Facilities*

Agricultural Points of Distribution – (no further description required)  
(A point of distribution capable of distributing hay or other large volumes of animal feed)  
Grain Storage – capacity  
Hay Storage – dry storage or not, capacity  
Livestock Holding – capacity and livestock types (i.e. large livestock, small livestock)

#### *Vehicles*

Animal Control Vehicles - general capabilities description  
Grain Truck – cargo capacity  
Hay Trailer - Round Bale – bale capacity  
Hay Trailer – Square Bale – bale capacity  
Livestock Trailer – trailer length  
Livestock Truck – length of cargo area

#### *Equipment*

Temporary Corrals - (no further description required)  
Tractor – horsepower  
Tractor w/hay spike – horsepower

### ESF 13

#### *Fixed Facilities*

Detention Facility – prisoner capacity

#### *Vehicles*

SWAT - general capabilities description  
Aircraft – type, range, any special capability  
Prisoner Transport – prisoner capacity

#### *Equipment*

Bomb Disposal - general capabilities description

### ESF 15

#### *Fix Facilities*

Radio Station – frequency, output wattage, hours of operation  
Television Station – channel or frequency, output wattage, hours of operation  
Newspaper – general circulation, region of news coverage

#### *Teams*

The teams can occur with any ESF and refer to specialized individuals, general manpower, specialized teams, and taskforces. All team descriptors should best try to describe their capability. Teams and taskforces should describe groups by listing number and/or types of personnel and equipment grouped with a team or taskforce.

### **Joint County Plans (Guidance TBD)**

Under current KRS's, Counties of two (2) or more may jointly create a single unified local emergency management agency.

KRS 39B.010 (eff. 15 July 2015)

KRS 39B.020 (eff. 15 July 2015)

KRS 39B.030 (eff. 15 July 2015)

KRS 39B.050 (eff. 15 July 2015)

KRS 39B.060 (eff. 15 July 2015)

All reference the Joint County Emergency Management Laws. Refer to these statutes for further information.

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